

COMMISSION ON AGING AND DISABILITY SERVICES

Wednesday, June 11, 2019

MaryAnn Miller called the Commission on Aging and Disability Services meeting to order at 9:02 am

Roll Call

Dianne Birkholz, Judy Braun, William Hoekstra, Shirley Kitchen, MaryAnn Miller, Lorna Negen, Gary Schmidt

Also Present

Sheila Drays, Rob Griesel, Amanda Higgins, Ashley Sanborn, Kris Schefft, Jackie Wendlandt

Excused

Jody Langfeldt

Absent

Judy Patenaude

Roll Call, Introduction, and Non-Member County Board Members

Roll call and introductions commenced.

Action on the Minutes of the April 9, 2019 meeting

Shirley Kitchen motioned and Dianne Birkholz seconded to approve the minutes of the April 9, 2019 meeting. Motion carried.

Election of Chair, Vice Chair, and Secretary

Shirley Kitchen motioned and Lorna Negen seconded to nominate MaryAnn Miller as Chairperson of the Commission on Aging and Disability Services board. Motion carried.

Shirley Kitchen motioned and Dianne Birkholz seconded to nominate Lorna Negen as Vice Chairperson of the Commission on Aging and Disability Services board. Motion carried.

Shirley Kitchen motioned and Lorna Negen seconded to nominate Judy Braun as Secretary of the Commission on Aging and Disability Services board. Motion carried.

Communications and Announcements

Nick Isham from Access to Independence (ATI) presented on what services they offer. ATI serves Dane, Dodge, Green, and Columbia counties. Discussion followed. Lorna is continuing to participate in dementia research at UW-Madison.

Aging/Nutrition/Transportation Supervisor's Report

Kris stated that senior farmer's market distributions will take place on 6/17 in Mayville and Juneau, 6/18 at the Veteran's Center in Beaver Dam, and 6/20 at Park Hill Apartments in Watertown.

Kris also stated that we have recently filled the two vacant van drivers' positions and the meal site manager position. Brief discussion followed.

Dementia Updates

Rob Griesel, Dementia Care Specialist, stated that there are three upcoming Dementia Friends sessions – 6/18 at the Waupun Senior Center (joint session with Fond du Lac County), 7/16 at the Watertown Library (joint session with Jefferson County), and the Caregiver Conference on 10/17 at Springbrook in Burnett. Rob stated that 68 people attended 'Creating the Spark' at the Horicon Marsh in May. Rob also stated that the SPARK! program is looking into adding Dance Now studio in Beaver Dam into the monthly rotation to be able to offer programming to individuals with early to mid-stage memory loss and their care partners twice a month.

Elder Benefit Specialist

Amanda Higgins, Elder Benefit Specialist, reviewed *Veteran Needs-Based Benefit Programs* and the *Wisconsin's State Health Insurance Assistance Program (SHIP)* handouts provided to members of the board. Discussion followed. Amanda also review the January through March program statistics. Brief discussion followed.

MaryAnn, Kris, and Amanda recently attended Aging Advocacy Day at the Capitol. Over 300 people attended this event. MaryAnn states it was very interesting and encourages everyone to attend next year.

Medicaid Basics

Ashley Sanborn, Disability Benefit Specialist, reviewed the *Medicaid in Wisconsin* and the *Medicaid in Wisconsin: A to Z* handouts provided to members of the board. Brief discussion followed.

Disability Services

The new process for working with kids aging up has been tabled until the next meeting.

ADRC/Aging Supervisor's Report

April and May 2019 call statistics were provided for members of this board and briefly discussed. Kris reviewed the hoarding event that will be taking place on June 20 for the community as well as the new Mind Over Matter (MOM) workshop that will be offered later this summer.

Future Agenda Items - Opportunity to Request Topics of Discussion for Future Meetings

It was suggested to talk about spousal impoverishment in more detail at the next meeting. Kris will check into an Economic Support (ES) worker coming to speak to the board.

Next Meeting

The next meetings of the Commission on Aging and Disability Services will be held on **Tuesdays August 13, October 8, and December 10** at **9:00 am** in **room G046** on the **ground floor** of the Henry Dodge Office Building.

Adjournment

Chairperson MaryAnn Miller adjourned this meeting of the Commission on Aging and Disability Services at 10:16 am. Motion carried.

Respectfully Submitted,

Judy Braun, Secretary

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.

**DODGE COUNTY HUMAN SERVICES AND HEALTH DEPARTMENT
COMMISSION ON AGING AND DISABILITY SERVICES
BYLAWS**

6/12/18

ARTICLE I

SECTION 1. NAME: The name of this organization shall be the Dodge County Human Services and Health Department, Commission on Aging and Disability Services, hereinafter referred to as the Commission.

SECTION 2. JURISDICTION: The geographic area included in the jurisdiction of the Commission shall be the County of Dodge, State of Wisconsin.

SECTION 3. PURPOSE: The Commission is an advisory Commission to the Human Services and Health Department Board. It is organized to act as both the Commission on Aging, required by Wis. Stat. § 46.82(4), and the Aging and Disability Resource Center (ADRC) Governing Board, required by Wis. Stat. § 46.283(6). The purpose of the Commission is to provide older adults and people with physical or developmental/intellectual disability the resources needed to live with dignity and security, and achieve maximum independence and quality of life. The goal of the ADRC is to empower individuals to make informed choices and to streamline access to the appropriate services and supports.

ARTICLE II

MEMBERSHIP

SECTION 1. MEMBERSHIP: The Commission shall be comprised of nine (9) members fulfilling one or more of the following criteria: two (2) county board supervisors; two (2) members representing the developmentally disabled client group; one (1) member representing the physically disabled client group; one (1) non-client member; and, at least fifty percent (50%) of the citizen members shall be over the age of sixty (60). A member represents a client group if the member is an individual who belongs to the client group, or is a family member, guardian or other advocate of an individual who belongs to the client group. Members that are also county board supervisors may not represent a client group, and no member may represent more than one client group.

The composition of the Commission must generally reflect the cultural, ethnic, social and economic diversity of the geographic area and the older adult population in the county.

No member shall be an employee of Dodge County. No Commission member shall be an individual, or family member of an individual, who has a financial interest in, or serves on the governing board of, a care management organization or an organization that administers a program described under Wis. Stat. § 46.2805(1)(a) or (b) or a managed care program under Wis. Stat. § 49.45 for individuals who are eligible to receive supplemental security income under 42 USC 1381 to 1383c, which serves any geographic area also served by the ADRC and Aging Unit.

SECTION 2. APPOINTMENT: The members of the Commission shall be appointed by the Dodge County Administrator, subject to confirmation by the Dodge County Board of Supervisors. Once a member is off the commission, they can be reelected after one year.

SECTION 3. TERMS OF MEMBERSHIP: Commission members shall be appointed to serve for terms of three (3) years, to be staggered so that the terms of one-third of the members shall expire each year. No member may serve for more than two (2) consecutive three-year terms, not to exceed six consecutive years. A member may be appointed mid-term to fulfill a vacancy. This can be in addition to their two (2) consecutive three-year terms. After serving two (2) consecutive terms, former commission members can be considered for reappointment after a one year absence.

The two Commission members who are also members of the Dodge County Board of Supervisors shall be appointed to serve a term of two (2) years, coinciding with the member's appointment to the Dodge County Board of Supervisors. County supervisors may serve no more than three (3) consecutive two-year terms on the Commission.

SECTION 4. CITIZEN MEMBER RECRUITMENT: When a vacancy occurs on the Commission, a list of all persons requesting consideration will be presented to the Dodge County Administrator for final selection and appointment, subject to confirmation by the Dodge County Board of Supervisors.

SECTION 5. REMOVAL: Any member of the Commission may be removed by the Dodge County Administrator for cause.

SECTION 6: TRAINING: All members of the Commission shall receive education from the ADRC Director or the Wisconsin Department of Human Services to enable them to have a strong and effective voice in the Commission.

ARTICLE III
ORGANIZATION

SECTION 1. REGULAR MEETINGS: Regular meetings of the Commission shall be held bi monthly or at least quarterly; the date and time of the meetings shall be determined by Commission members and the ADRC/Aging Services Supervisor. All meetings shall be conducted in compliance with Wisconsin's Open Meeting Law.

SECTION 2. SPECIAL MEETINGS: Special meetings of the Commission may be called by the Chairperson, by fifty-one (51%) percent of the membership, or by the ADRC/Aging Services Supervisor. Time of the meetings shall be determined by the person(s) calling the meeting. All members shall be informed by mail, email, phone or personal contact at least forty-eight (48) hours before the meeting. All meetings shall be conducted in compliance with Wisconsin's Open Meeting Law.

SECTION 3. QUORUM: Fifty-one (51%) percent of the existing Commission shall constitute a quorum for the transaction of business at any meeting.

SECTION 4. ATTENDANCE AT MEETINGS: Members shall attend all meetings of the Commission. If a member fails to attend two (2) consecutive meetings without a valid excuse, the Commission

shall recommend to the Dodge County Administrator that this person be removed from the Governing Board for cause.

SECTION 5. PUBLIC FORUM: Commission meetings are open to the public. There will be a specific time at each meeting designated "public forum" to allow any person to address the Commission. After this public forum, the business of the Commission will be conducted by the Chairperson and members only.

SECTION 6: COMPENSATION: Members of the Commission shall receive a per diem in the amount established by the Dodge County Board of Supervisors in Resolution No. 13-33, subject to future modification by the Dodge County Board of Supervisors, and mileage reimbursement.

SECTION 7. OFFICERS:

A) *Nomination and Election.* Per the Aging and ADRC Contract At the first meeting in August 2017, and annually in June, or the first meeting thereafter, the Commission shall hold elections to elect: a Chairperson; a Vice-Chairperson; a Secretary; and as necessary, a delegate and alternate delegate to the Area Agency on Aging Board of Directors, and two (2) delegates and one (1) alternate to the Area Agency on Aging Advisory Committee. New offices may be created and filled at any time by the Commission, provided the necessary changes are made in these Bylaws.

B) *Terms of Office.* Officers shall serve for a term of one (1) year. An officer may not serve in the same position for more than three (3) consecutive one-year terms. Vacancies will be filled at the time they occur by a vote of the membership.

Delegates and alternates to the Area Agency on Aging Board of Board of Directors and Advisory Committee serve a term of three (3) years and may be re-elected to one (1) three-year term. If at any time during the three (3) year term the delegate can no longer serve, the position will be filled by the alternate and a new alternate shall be elected by the Commission. Vacancies in the position of alternate will be filled by a vote of the Commission at the time the vacancy occurs. At the annual election following a vacancy of a delegate or alternate, the Commission will elect a new delegate or alternate.

C) Duties of Officers.

1. Chairperson: The duties of the Chairperson shall be to:

- a. preside at all meetings of the Commission;
- b. work with the ADRC/Aging Services Supervisor in preparing an agenda for each regular meeting and in notifying members of the meeting date and time;
- c. ensure that the Commission follows through on motions made at its meetings;
- d. maintain communication between the Human Services and Health Department Board and the Commission;
- e. assist members in carrying out responsibilities assigned to them;
- f. resolve any conflicts that may arise and meet with the ADRC/Aging Services Supervisor as needed to resolve such conflicts;
- g. ask Commission members to abstain from voting on an issue that could be a real or perceived conflict of interest.

2. Vice-Chairperson: The duties of the Vice-Chairperson shall be to perform the responsibilities of the Chairperson when the Chairperson is absent or incapacitated.

3. Secretary: The duties of the Secretary shall be to assign staff to take minutes, review and sign approved minutes, and to perform the responsibilities of the Vice-

Chairperson when the Vice-Chairperson is absent or incapacitated.

4. Delegate to the Area Agency on Aging Board of Directors/Advisory Committee: The duties of the Delegate shall be to: a) attend regular and special meetings of the Area Agency on Aging Board of Directors and/or Advisory Committee; b) give regular reports to the Commission about the action taken at those meetings; and c) cast votes in the best interest of Dodge County seniors when voting in matters at those meetings.

5. Alternate Delegate to the Area Agency on Aging Board of Directors/Advisory Committee: The duties of the Alternate shall be to perform the duties of the Delegate in the Delegate's absence or when incapacitated.

ARTICLE IV

POWERS AND DUTIES OF THE COMMISSION

SECTION 1. POWERS AND DUTIES: The powers and duties of the Commission are:

A) Act in an advisory capacity to the Human Services and Health Department Board, making recommendations for Board action on new policies or changes in current policies that are believed to be in the best interest of the elderly (age 60 and over) and adults with physical or developmental disabilities in Dodge County.

B) Approve the hiring of the ADRC/Aging Services Director.

C) Develop the mission statement for the ADRC; determine the structure, policies and procedures of the ADRC, consistent with state guidelines and with input from consumers, service providers and other local constituencies.

D) Review the budget, monitor expenditures for, and oversee the operations of, the ADRC, subject to any applicable local ordinances and budget.

E) Ensure that there are no conflicts of interest involving or affecting the ADRC.

F) Monitor and ensure the quality of services provided by the ADRC and participate in quality assurance activities.

G) Review ADRC client grievances and appeals to determine if there is a need to change the ADRC policies and procedures or otherwise improve performance.

H) Ensure that the terms of the ADRC contract with the Department are fulfilled and that fidelity to the mission of the ADRC is maintained.

I) Annually review Memorandums of Understanding between the ADRC and the MCO's, and make recommendations, as appropriate, to assure that the entities are coordinated and timely in delivery of enrollment services to consumers.

J) Represent the interests of elders (Age 60 and over) and adults with physical or developmental/intellectual disabilities; Advocate for the rights of older adults within Dodge County at the local, state, and federal level.

K) Analyze community input and unmet needs data to develop and recommend system changes, both locally and statewide, to better address the needs of elders (age 60 and over) and adults with physical or developmental/intellectual disabilities for long term care and related services. This includes:

- i. Annually gather information from consumers, service providers and others concerning the adequacy of long term care services offered; provide well-advertised opportunities for public participation in the Commission's information gathering activities.
- ii. Identify gaps in services, living arrangements and community resources needed by individuals who are elders (age 60 and over) and adults with physical or developmental/intellectual disabilities.
- iii. Review the number and type of grievances and appeals concerning the long term care system in the area served by the resource center, to determine if a need exists for system changes, and make recommendations as appropriate.

- iv. Identify potential new sources of community resources and funding to serve elders (age 60 and over) and adults with physical or developmental/intellectual disabilities.
- v. Report on consumer needs analysis findings and recommend strategies for building local capacity to serve older persons and individuals with disabilities to local elected officials, the Human Services and Health Department Board and the Department.

L) Plan and develop administrative and program policies, in accordance with state law and within limits established by the Department, for programs in Dodge County that are funded by the federal or state government for administration by the Aging Unit.

M) Collect information about the needs and opinions of older adults in Dodge County and make policy recommendations to the Human Services and Health Department based upon that information.

N) Direct the Aging Unit with respect to the powers and duties of the Aging Unit.

O) Assist the Aging Unit in outreach efforts to identify frail, isolated elders in need of services.

P) Provide information and personal support to individual and/or groups of older people.

Q) Provide interested parties with information on the needs of older adults and the services provided by the Aging Services Unit.

R) Promote opportunities for older people to contribute to their own welfare and to the welfare of the community.

S) Advise the Human Services and Health Department Board on the development and implementation of the Dodge County Aging Plan.

T) Evaluate the progress of the Aging Unit in the implementation of the Dodge County Aging Plan and the attainment of the objectives and activities as they relate to the plan.

ARTICLE V

SECTION 1. CONFLICT OF INTEREST: No Commission member shall participate in voting matters which would result in a real or perceived conflict of interest or financial remuneration to them or to their family or employing unit.

ARTICLE VI

SECTION 1. PARLIAMENTARY PROCEDURES: Roberts Rules of Order shall be the parliamentary authority for all procedures not covered by these Bylaws.

ARTICLE VII

SECTION 1. AMENDMENTS TO THE BYLAWS: These Bylaws shall be reviewed annually and may be altered, amended, or repealed and replaced, by a majority of the Commission members present at any regular meeting or at any special meeting(s). The proposed amendment(s) are to be read at two (2) consecutive meetings before calling for a vote.

SAMS Agency Call Report

6/21/2019

- ADRC calls May 2019

Who made contact (Caller Type):

No. of Calls	Caller Type
249	(Self)
29	11-Legal Decision Maker
36	12-Caregiver
94	13-Relative/Friend/Neighbor/Comm Mbr
81	14-Agency/Service Provider
51	15-ADRC Contacted Consumer/Designee
36	16-ADRC Initiated Collateral Contact
36	99-Other
612	Total

Topic Categories discussed during call:

No. of Calls	Topic Category
24	Abuse and Neglect
10	Adaptive Equipment
1	Addictions
9	ADRC Printed Material
35	Alzheimer's and Other Dementia
3	Ancillary Services
1	Animals
34	Assisted Living (AFH, CBRF, RCAC)
3	Budget Assistance
28	Caregiving
3	Complaints (other)
11	Education
1	Emergency Preparedness
5	Employment
8	End of Life
21	Food
4	Health
4	Health Promotion
103	Home Services
37	Housing
58	Income Maintenance
28	Insurance
40	Legal Services
14	MDS Section Q Referrals
1	Medical Home Care

SAMS Agency Call Report

6/21/2019

- ADRC calls May 2019

11	Mental Health
3	Non MDS Section Q
34	Nursing Home
5	Other
338	Public Benefits LTC Programs
120	Public Benefits, Other
10	Recreation/Socialization
22	Referral for Financial-Related Needs
6	Referral for Private Pay Options
17	Transportation
1	Unmet Need – Housing
1	Unmet Need – Utility Assistance
8	Veterans
9	Youth in Transition
612	Total

ADRC Activity:

No. of Calls	ADRC Activity
131	Administrative (Select exclusively.)
52	Attempted Contact (Select exclusively.)
4	Community Partners (Select exclusively.)
3	Customer Initiated Follow-up
49	Long-Term Care Functional Screen
25	Provided Assistance with MA Application Process
5	Provided Disenrollment Counseling
19	Provided Enrollment Counseling
27	Provided Follow-up
302	Provided Information & Assistance
47	Provided Options Counseling
5	Referral to ADRC
612	Total

Consumer Age Group:

No. of Calls	Consumer Age Group
3	100 - 150
47	17 - 21
127	22 - 59
426	60 - 99
603	Total

SAMS Agency Call Report

6/21/2019

- ADRC calls May 2019

Disability:

No. of Calls	Disability
73	00-Alzheimer's/Irreversible Dementia
58	01-Developmental/Intellectual Disability
403	02-Elderly: Age 60 or Older
44	03-Mental Health
163	04-Physical Disability
7	05-Substance Use
24	06-Unknown (Select exclusively.)
606	Total

Monthly Total

No. of Calls	Total Minutes	Month
612	180,964	May, 2019
612	180964	Total

SAMS Agency Call Report

7/17/2019

- ADRC calls June 2019

Who made contact (Caller Type):

No. of Calls	Caller Type
229	(Self)
15	11-Legal Decision Maker
29	12-Caregiver
91	13-Relative/Friend/Neighbor/Comm Mbr
80	14-Agency/Service Provider
39	15-ADRC Contacted Consumer/Designee
50	16-ADRC Initiated Collateral Contact
37	99-Other
570	Total

Topic Categories discussed during call:

No. of Calls	Topic Category
37	Abuse and Neglect
9	Adaptive Equipment
7	ADRC Printed Material
35	Alzheimer's and Other Dementia
2	Ancillary Services
37	Assisted Living (AFH, CBRF, RCAC)
1	Budget Assistance
14	Caregiving
4	Complaints (other)
10	Education
1	Emergency Preparedness
5	Employment
29	End of Life
24	Food
6	Health
3	Health Promotion
66	Home Services
32	Housing
58	Income Maintenance
20	Insurance
21	Legal Services
30	MDS Section Q Referrals
12	Mental Health
1	Non MDS Section Q
26	Nursing Home

SAMS Agency Call Report

7/17/2019

- ADRC calls June 2019

4	Other
296	Public Benefits LTC Programs
120	Public Benefits, Other
4	Recreation/Socialization
14	Referral for Financial-Related Needs
3	Referral for Private Pay Options
10	Transportation
1	Unmet Need – Transportation
1	Veterans
3	Youth in Transition
570	Total

ADRC Activity:

No. of Calls	ADRC Activity
154	Administrative (Select exclusively.)
38	Attempted Contact (Select exclusively.)
3	Community Partners (Select exclusively.)
2	Customer Initiated Follow-up
29	Long-Term Care Functional Screen
1	Memory Screen
21	Provided Assistance with MA Application Process
6	Provided Disenrollment Counseling
17	Provided Enrollment Counseling
24	Provided Follow-up
274	Provided Information & Assistance
41	Provided Options Counseling
570	Total

Consumer Age Group:

No. of Calls	Consumer Age Group
2	100 - 150
28	17 - 21
118	22 - 59
418	60 - 99
566	Total

Disability:

No. of Calls	Disability
71	00-Alzheimer's/Irreversible Dementia
47	01-Developmental/Intellectual Disability

SAMS Agency Call Report

7/17/2019

- ADRC calls June 2019

379	02-Elderly: Age 60 or Older
40	03-Mental Health
149	04-Physical Disability
3	05-Substance Use
17	06-Unknown (Select exclusively.)
565	Total

Monthly Total

No. of Calls	Total Minutes	Month
570	96,813	June, 2019
570	96813	Total